

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R3-121

2. Reason for Submission: Reassignment, Reestablishment, New, Dev't, Field

3. Service: Civil, Field

4. Employing Office Location: **Twin Cities, MN**

5. Duty Station: _____

6. CSC Certification No.: _____

7. For Leader Standards Act: Exempt, Nonexempt

8. Employment/Financial Stmt. Required: Yes, No

9. Subject to IA Action: Yes, No

10. Position Status: Competitive, Exempt (Specify) _____

11. Position is: Supervisory, Managerial, Nonther

12. Sensitivity: 1-High, 2-Moderate, 3-Cross, 4-Serious

13. Competitive Level: _____

14. Agency Use: _____

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency or Establishment						
c. Bureau						
d. Field Office	Realty Specialist	GS	1170	5	BS	11/24/90
e. Recommended by Supervisor of Initiating Office	Realty Specialist	GS	1170	5		

16. Organizational Title of Position (if different from official title): _____

17. Name of Employee (if vacancy, specify): _____

18. Department, Agency, or Establishment: **Department of Interior**

a. First Subdivision: **U.S. Fish and Wildlife Service**

b. Second Subdivision: **Region 3**

c. Third Subdivision: _____

d. Fourth Subdivision: _____

e. Fifth Subdivision: _____

19. Employee Review: This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (optional): _____

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor: _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): _____

Signature: _____ Date: _____

21. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action: **Robert E. Schires**
Classification Officer

Signature: **Robert E. Schires** Date: **11/24/90**

22. Standards Used in Classifying/Grading Position: **Standard Position Description R3-121**
Position Classification Standards for GS-1170
TS-6, dated 6/71

Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks:

Full Performance Level: _____

Personnel Folder Copy _____

Supervisor's Copy _____

Employee's Copy _____

Classification Copy _____

Introduction

Incumbent serves as a Realty Specialist at the beginning training level, Region 3, U.S. Fish and Wildlife Service. Duties include:

A. Major Duties:

- Learning realty terminology, documents, practices, principles and sources of information through on-the-job training, classroom instruction, etc.
- Compiles reports of ownership information, growth statistics, and patterns of development.
- Prepares ownership maps, sales data maps. etc. for inclusion in reports made by higher level employees.
- Assists in estimation of value of land and improvements by interviewing landowners, taking soil samples, photographing subject site, etc.
- Reviews simple realty instruments to insure they are complete, checks computations.

B. Factors:

1. Knowledge required by the Position

- Basic knowledge of the practices and principles of realty and appraisal, economics, taxation, construction, surveying, statistics, finance, and agriculture to understand realty activities and benefit from training provided.
- Knowledge of applicable realty laws, legal procedures, and documents involved in acquisition, disposal, or management of real property to perform simple repetitive tasks involve' in the Service land acquisition and management program.
- Ability to obtain and organize data in order to compile reports for use of higher grade employees.

2. Supervisory Controls

This is the beginning trainee level. The supervisor provides detailed and close guidance and review before, during, and after performance of assignments. Problems previously encountered by the incumbent are resolved independently; unusual problems are referred to supervisors.

3. Guidelines

Detailed and directly applicable guidelines are available in the form of Administrative and Procedural Manuals, handbooks, circular letters, notices and bulletins. Incumbent uses some judgment to select appropriate guidelines from a number of guidelines.

4. Complexity

Work consists of a variety of simple repetitive tasks involved in support of the Service land acquisition disposal and management program such as collecting data, inspecting documents, etc. Assignments are characterized by standard problems, a limited number of variables, and clearly specified objectives. Work requires application of a few different, methods and procedures depending on the individual situation.

5. Scope and Effect

The purpose of the work is to perform basic tasks in support of the Service land acquisition, disposal and management program while familiarizing the incumbent with realty terminology, documents, practices, principles, and sources of information. Work affects the efficiency of the unit.

6. Personal Contacts

Contacts are with supervisor, co-workers and the general public subject to the coaching of a Realty Specialist of a higher grade.

7. Purpose of Contacts

Contacts are for receiving assignments or instructions, exchanging information, reporting progress or problems, etc.

8. Physical Demands

The work requires some physical exertion such as walking over wet, rough, uneven, or rocky surfaces, bending, crawling, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.